

ATTACHMENT C

Sample Personnel Activity Report

Period Ending (1)_____ Fiscal Year_____

Name_____ Division or Department_____

<u>Account Description</u>	<u>Account Number</u>	<u>Percent of Effort</u>
Project: A		30
B		30
C		30
Administration		5
Cost Sharing		5
Total Effort		100%

I hereby certify that this report is an after-the-fact determination of actual effort expended for the period indicated and I have full knowledge of 100% of these activities.

_____ Employee	_____ Date	(2) _____ Responsible Official	_____ Date
-------------------	---------------	-----------------------------------	---------------

- (1) - Report must be prepared at least monthly and coincide with one or more pay periods.
- (2) - Supervisory official having first hand knowledge of the activity performed by the employee.



CDE note of caution: this sample form will work well in those situations where an employee's time spent on federal programs is fairly predictable and doesn't vary much during the month. However, for those employees whose time is unpredictable and varies significantly from day to day, a more detailed personnel activity report may be appropriate.